

## ANNEXURE-A

### Proforma for preparation of Seniority List of Psychiatric Social Worker who were promoted during the period from 01/12/2010 to 31/12/2017

(The circular attached with this proforma should be read before filling up the same)

#### I General Details

a) Name (In Capital) :

b) PEN No :

c) Designation :

d) Present Station :

e) Date of Birth

f) Educational Qualification

f) Details of declaration of probation in the  
cadre of Psychiatric Social Worker  
(Order No., Date of effect etc) :

#### II. Details of Appointment :

a) PSC Advice No and Date if appointed through  
Compassionate ground Government Order  
No & date

b) Appointment Order No and Date  
(Copy of order should be attached) :

c) Date of joining duty :

#### III. Other Relevant Particulars

a) Whether availed LWA, if so

i) Period of LWA (from .... to) :

ii) Sanction Order No. and Date :

iii) Date of rejoining after LWA :

**IV) Any other relevant information :**

**V) . Mobile No. :**

**Signature of the incumbent**

**Certified that the service particulars furnished above have been verified with respective service register and relevant records and found correct.**

**Signature of Head of Institution**

**(Office Seal)**